



Contact:

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Data Collection Website Info

<http://db.perl.hs.iastate.edu/microsoft>

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Introduction

- Important Dates:
 - ▣ School Building access begins on Sept. 1, 2010
 - ▣ Teacher Data entry access begins on Oct. 1, 2010
- Instruction Manual will be posted on website
 - ▣ Step-by-step instructions for accessing site.

Introduction

- Purpose today is to demonstrate the Microsoft Settlement Project Data collection website
- Activation and Login
- Managing Users
- School Term Dates
- Adding Classroom/Courses
- Assurance Forms
 - ▣ Teacher Assurance Forms
 - ▣ Building Assurance Forms

Activation and Login



Microsoft Settlement Project

Login

Email Address*	<input type="text"/>
Password*	<input type="password"/>
<input type="button" value="Login"/>	

[ISU Login](#)

[Activate an account](#) - [Forgot your password](#)

PERL
Psychology in Education Research Lab
IOWA STATE UNIVERSITY

Microsoft Settlement Project

Your activation email has been sent, please check your email.

Activate an account

Email Address* MichaelSmith@testdistrict.k12.ia.us

Send

Activation msg. appears after email address is sent (see below)

Click send to submit email address

Edit Name and Create Password



Microsoft Settlement Project

Activate an account

First Name*	<input type="text" value="Michael"/>
Last Name*	<input type="text" value="Smith"/>
Password*	<input type="password" value="....."/>
Confirm Password*	<input type="password" value="....."/>
	<input type="button" value="Send"/>

Navigating the Site

- Tool Bar with links for the various functions
- Once teachers, courses, and data have been added, you will see a table indicating who has submitted data and whether the data submitted is complete.

Managing Users

- Grant Managers
 - ▣ School Principal
 - ▣ Pre-populated using school principal list provided by the Iowa Department of Education
- Four levels of access:
 - ▣ Grant Manager
 - ▣ Building Coordinator
 - ▣ Building User
 - ▣ Teacher

Manage Users

- Click on Manage Users
- Add a Building Teacher
 - ▣ Enter Email Address
 - ▣ Folder Number (required for teachers but not building level users)
 - ▣ First and Last Name
- Teachers will also need to activate their accounts.

School Term Dates

- Teacher data will be collected for the entire academic year.
- The start and end of the school year differs across Iowa schools
 - ▣ Grant Manager or other building user will enter the school term dates for their respective schools
- Click “New” to add a new term
- Click “Edit” if you need to edit the dates after they have been submitted.

Classrooms/Courses

Note: Teachers must be added to the building before a classroom/course can be assigned to them.

- Select Classroom/Courses
- Click “new” to enter course
- Select Teacher to Edit
- A word about Alternative Dates
 - ▣ Alternative Teacher Dates – deal with situation where teacher will be gone for an extended period of time
 - ▣ Alternative Dates – the classroom/course dates differ from that of the “regular” school term.

Assurance Forms

- Electronic submission of assurance forms are provided to assist participating schools assure that all school building data (school term dates, classroom/courses, and teacher info) are complete and have been validated for accuracy.
- Teacher Assurance Form – assure list of participating classrooms/courses associated with teacher is complete and accurate

Assurance Forms

- Building Assurance Form – assure that school term dates, focus/strategies, classroom/courses, and teachers entered for a building are complete and accurate.
 - ▣ All teachers must submit assurance form in order to submit a building assurance form
 - ▣ School building data cannot be edited or added after building assurance form is submitted.

Teacher Data Entry

- Teachers are asked to submit data regarding their implementation of classroom strategies associated with the project the month following their implementation. (September implementation is submitted in October)
- Data are divided into two parts
 - ▣ Classroom visits
 - ▣ Teacher Implementation

Enter Teacher Data

- Teacher Data
- Select Teacher
- Select Classroom/Course
 - Choose one or more courses within same focus area if implementation is the same for each classroom/course (e.g., Algebra I, section A is the same as Algebra 1, section B).
- Enter Data
- Enter numbers of days per month
 - A strategy was used
 - Hardware and software were used
 - **Note:** Strategies, hardware, software displayed are based on info submitted by school to the Iowa Department of Education
 - Website logs the name of person submitting data, and date and time data submitted.
- Classroom Walkthrough

Did a building administrator walkthrough your classroom this month? Yes or No?